



Notice of Funding Opportunity English Access Microscholarship Programs

**The American Center
U.S. Embassy, Dhaka**

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Overview

The American Center at U.S. Embassy Dhaka promotes mutual understanding between the peoples of the United States and Bangladesh, strengthens people-to-people ties between the two countries, and provides opportunities that expand the ways in which Bangladeshis can contribute to their country's further growth and development. In support of these aims, The American Center Dhaka is pleased to announce an open funding competition for English Access Microscholarship Program (EMAP) applications from non-governmental organizations, non-profit organizations, English Teaching Institutions, community-based organizations and educational institutions that have legal standing in Bangladesh, and the appropriate registrations with the U.S. Government.¹ The English Access Microscholarship Program (Access) is a two-year long program supported by the U.S. Department of State that provides a foundation of English language skills to talented 13-18 year-olds from economically disadvantaged backgrounds through after-school classes and intensive sessions. Access equips students with English language skills, knowledge of American culture, and the confidence to pursue better jobs and higher education. Access students are often highly competitive for future exchange programs to the United States. Since its inception in 2004, over 110,000 students in more than 85 countries have participated in the Access Program.

Eligible applicants should submit funding proposals for Access programs that improve quality of English-language instruction for marginalized groups in Bangladesh. Funding requests should not exceed USD 50,000 (traditionally USD 25,000 has funded one Access site). The Embassy will not accept proposals for more than two sites from one organization. Plans to fund two sites

¹ This Notice of Funding Opportunity (NOFO) for the English Access Micro-Scholarship Program is for fiscal year 2014 (FY14) U.S. Department of State Bureau of Educational and Cultural Affairs funding.

should be included within the same proposal. The American Center Dhaka reserves the ability to offer counter-proposals for amounts less than those included in the original proposals.

The deadline for submitting applications is August 15, 2015, for programs that will be implemented between January 1, 2016, and June 1, 2018.

Roles and Responsibilities of Access Provider:

By seeking to join the Access family, the Provider/ Grantee Organization is demonstrating its commitment to strengthen the local community by increasing the English language skills of local youth and contributing to their improved self-confidence through stronger critical thinking skills, and increased exposure to new career and educational opportunities.

The roles and responsibilities of the Provider include, but are not limited to:

- Identifying a strong need in its community for Access;
- Evaluating its institution's ability to implement Access for two years;
- Working closely with the U.S. Embassy Public Affairs Section (American Center) to plan effective and efficient programming;
- Drafting proposals that meet program requirements and submit for approval to the U.S. Embassy Public Affairs Section;
- Advertising and recruiting economically disadvantaged participants for the student scholarships;
- Collaborating with the U.S. Embassy Public Affairs Section during the participant selection process;
- Implementing the program according to the verbal and written guidelines from the U.S. Embassy Public Affairs Section which include approved proposals and signed official documents;
- Hiring highly-qualified personnel (i.e. Access Coordinators, Teachers, Teaching Assistants) to regularly monitor and evaluate the program to ensure it is implemented in accordance with the relevant official documents as well as to highlight best practices and address challenges quickly;
- Sending invitations to the U.S. Embassy Public Affairs Section to notify them of special events, and opportunities to visit and speak;
- Providing signed certificates from a U.S. Embassy Officer to each Access student at the beginning and end of the Access Program;
- Submitting financial reports and alumni data according to the schedule outlined in official documents, and when requested by the U.S. Embassy Public Affairs Section.

Project Criteria

American Center Dhaka funding is highly competitive. Successful project proposals that are selected for funding must:

- **Be SMART:** Specific, Measurable, Achievable, Relevant, and Time-Framed.
- **Demonstrate organizational capacity and experience.** The applicant organization demonstrates the ability to successfully carry out the proposed activities, and has previously designed and implemented similar initiatives. The organization must also have been established for a minimum of six months prior to applying for a grant.
- **Show innovation and creativity.** The applicant organization articulates an innovative strategy or plan for implementing the proposed project within the specified time frame (maximum of one year).
- **Lead to Tangible Results.** The proposed project or activity will accomplish a concrete objective that benefits at least one of the priority/target populations.
- **Benefit or involve priority populations.** The proposed project will empower the population groups noted above.
- **Indicate a reasonable request.** The proposal and budget justification are complete and realistic in relation to the proposed activities and anticipated results.
- **Meet registration requirements.** The applicant organization must be registered in three U.S. Government systems: **DUNS**, **N-CAGE**, and **SAM**. Please see Section A (7) of the grants application form (“Details of Registration in U.S. Government Systems”) for more information. PDF files containing step-by-step instructions for meeting these registration requirements can be found below:
[DUNS and N-CAGE Registration Instructions](#)
[SAM Registration Instructions](#)
- **In addition, applicant organizations must have legal standing in Bangladesh.**
- **Meet administrative requirements.** The applicant organization must have a bank account and reliable access to the internet.

Ineligible Applicants

- Commercial firms and for-profit entities are not eligible to apply for funding from The American Center Dhaka.

Who Can Apply

The American Center Dhaka *will only accept grant applications* from non-governmental organizations, non-profit organizations, English Teaching Institutions, community-based organizations and educational institutions that have legal standing in Bangladesh, or that are able to obtain legal standing prior to accepting a grant award. Applicant organizations must also have the proper registrations with the U.S. Government or demonstrate that they are in the process of acquiring these registrations *before receiving a grant*.

How to Apply

To apply for an American Center Dhaka grant, interested applicants must complete application forms A and form B and the budget template that requires detailed information about the proposed project and budget request. All of these forms can be found on the Embassy's website at <http://dhaka.usembassy.gov/grants.html>.

More Information

Please see the [Access Program Handbook](#) which outlines requirements and expectations and would help as a guide in planning your Access Program proposal. For further queries, email DhakaAccessEng@state.gov with the subject line "Access Inquiry – Your Organization's Name."